

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Project Manager	Job Family: 2
General Classification: Management	Job Grade: 32

Definition: To manage, through coordination and provision of direction, the formulation and implementation of all activities within assigned project(s). This includes, in consultation with assigned technical support staff, the creation of objectives, priorities, budgets and schedules required to achieve maximum production and efficiency in the project.

Distinguishing Characteristics: This is a journey level job class which performs a full range of management functions within the project management series. This job class may be responsible for one or more projects or assigned aspect(s) of a larger project. The scope and/or diversity of project objectives and the project budget is less than that assigned to the Senior Project Management level. Receives general direction from the Capital Projects Manager or a Senior Project Manager. Provides direction through consensus building and team leadership to a variety of technical/professional staff as a function of project management.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Identify City goals, objectives, priorities and actions to be accomplished within assigned project in consultation with other department manager and technical activities.
2. Manage the implementation and achievement of assigned project objectives in assigned project; is responsible for assuring that decisions are made and, when appropriate, is responsible for referring matters to Capital Project Manager for resolution.
3. Secures from each department the assignment of all professional and technical services required to achieve City objectives in accordance with mutually agreed upon time frames in his/her assigned projects.
4. Assure delineation of tasks, schedule time lines, and coordinate technical/professional staff on a project basis to ensure maximum/timely production and achievement.

5. Develop, prepare and administer the project's budget and staff requirements for all activities within his/her assigned projects(s) in collaboration with department directors.
6. Perform related duties as assigned.

Minimum Qualifications:

Knowledge of: Basic design and construction principles, methods, materials and equipment used in Public Works construction projects; basic technical disciplines and processes utilized in various capital improvement projects; methods and techniques of project management; capital financing methods and procedures.

Ability to: Successfully apply project management techniques to practical situations; communicate tactfully and effectively in both oral and written form including the preparation and presentation of position papers and policy reports, synthesizing and summarizing of special technical information, discussions of an advisory/consultative nature, etc.; organize and coordinate a wide variety of divergent activities toward common objective; identify existing or potential problems, secure relevant information and data from different sources, determine probable causes and effect solution(s); negotiate and use appropriate style and methods of communication to gain acceptance of or agreement on an idea, plan, activity and/or product; prepare and administer assigned budget; secure information so as to successfully estimate cost, time frame, and proper resource allocations; establish and maintain effective work relationships with those contracted in the performance of required duties.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: A minimum of two years of technical and professional work experience with complex municipal construction projects, including one year of performing increasingly responsible project management functions; equivalent to a bachelor's degree from an accredited college or university with a degree in planning, public or business administration, real estate development, engineering or a related field.

Required Licenses or Certificates:

Established July 1989

Revised May 1995

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Page 3

CLASS SPECS

CS131-M^